



WASHINGTON STATE DEPARTMENT OF
Natural Resources



Assistant Region Manager, Business & Operations
South Puget Sound Region
Recruitment # 2006-09-6743

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	WMS Band 2
Type of Position:	This is a permanent position.
Monthly Salary Range:	\$4355 - \$5559
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	September 21, 2006
Closing Date:	October 4, 2006
Location:	Enumclaw

POSITION PROFILE

Responsible for the efficient and cost-effective management of region business and operation activities and support systems. Ensure that region-wide business & operation functions are planned, developed, coordinated and integrated. Promote agency-level business improvements and resolve common issues at a statewide level. Under the direction of the Region Manager, this position participates in the overall management of the region along with four other assistant managers in the region. During absences, the Region Manager delegates his or her responsibility to one of these five assistant managers.

Position is accountable for implementing agency policies regarding the management of financial, fleet, facilities, equipment, personnel, communications and information technology resources, in accordance with state law and regulation. Strategically develops region processes and recommends region and agency-level policies to ensure cost-effective and efficient operations. Contributes to the development of agency direction by active participation on special assignments and by commenting on proposals. Takes action to correct improper actions through direct contact with management supervisors. Position coordinates and negotiates directly with the following Divisions at the manager or assistant manager level: Financial Management Division, Information Technology Division, Engineering Division, Resource Protection and Human Resources Division. Within the region, coordinates with the other Assistant Managers to ensure program needs are met. Supervises a diverse staff of professional, technical and clerical positions.

The position is responsible for a dollar-based administrative budget, which includes preparation, monitoring and variance justification in addition to development of plans such as equipment (replacement and/or purchasing), and cost savings.

REQUIRED POSITION QUALIFICATIONS:

Key Knowledge and Skills: General:

- Knowledge in personnel management principles
- Communicate clearly and effectively, in writing and orally

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. **Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply.** Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

- Budget preparation and administration (staff month and dollar)
- Ability to think strategically and envision future scenarios
- Artfully use independent judgment; critical thinking; solve problems

Key Knowledge and Skills: Business and Operations:

- Principles of information technology methods and systems
- Facilities management, including leasing and maintenance
- Fleet management, including maintenance, repair and replacement
- Accounting and financial management

This level of knowledge and skill is typically achieved with:

- A bachelor's degree in business, public administration or closely related field.
- Experience managing business functions for a dispersed field organization; experience managing personnel, technology, accounting, budgeting and financial resources, fleet and equipment management; experience directing the activities of a diverse, professional staff.
- A successful record of improving business or operational systems.

DESIRED POSITION QUALIFICATIONS

- Interagency fire business and practices
- Incident Business Advisor Qualified
- Knowledge of agency policies, practices, procedures, and tasks
- Working knowledge of two bargaining agreements and WAC 357

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at the time of hire.
- Must have a valid driver's license with 2 years driving experience.
- Majority of work is conducted in an office environment.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications.
- Indicate in your cover letter how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- Finalists for this position will be asked to provide a 5year driving abstract issued from the state in which you are currently licensed.

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

E-mail (preferred method)

US Mail

Gretchen.murray@wadnr.gov

Gretchen Murray
South Puget Sound Region
950 Farman Street North
P.O. Box 68
Enumclaw, WA 98022-0068

Please indicate **Assistant Region Manager, Business & Operations** and **recruitment # 2006-09-6743** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

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